

## Indiana Automotive Safety Program, IN



## Site Visit Summary

**Inspection Station Location Name:** Indiana Automotive Safety Program's

Statewide Inspection Station Network

**Street Address:** Riley Hospital for Children - Indiana University School of Medicine  
575 West Drive, Room 004

**City, State:** Indianapolis, IN 46202

**Phone:** 317-274-2977

**Email Contact:** Justin Sims jsims@iupui.edu

**Web site:** www.preventinjury.org

**Date Visited:** July 23, 24 2002

**Observation conducted by:** Janet Dewey-Kollen and Julie K. Prom

**Type of Agency/Organization:** University, state agency contractor

**Type of service:** ☐ Fixed Site ☐ Mobile ☒ Both

**Inspections Completed per Month:** 350-375 Statewide (53 inspection stations)

**Annual Budget:**

☐ \$5001 – 15,000 ☐ \$15,001 – 25,000 ☐ \$25,001 – 50,000 ☐ \$50,001 – 75,000 ☒ Over \$75,000

**Geographical Setting:** ☒ Urban ☒ Suburban ☒ Rural

### Program Setting:

The Automotive Safety Program (ASP) at Riley Hospital for Children, Indiana University School of Medicine provides support and coordination for 53 child safety seat inspection stations throughout the State of Indiana. The inspection stations are functioning under a variety of lead organizations including hospitals, fire departments, police departments, and health departments.

### Populations Served:

All populations are served across the state. Some stations have special outreach programs targeting low income, urban, African American, and Hispanic populations.

### **OPERATIONAL DETAILS:**

Sites were phased in over a three-year period. There are currently 53 funded inspection station sites. Each site received a mini-grant each grant year they were eligible. Sites 1-23 received funding each of the three years. Sites 24-44 received funding for two years, and the remaining sites only received funding for one year. The mini-grants are intended as seed money and to help offset any costs incurred by the site to function. This includes advertising or printing costs, and miscellaneous equipment or personnel costs. After the grant expires each site is encouraged to seek funding from local sources to continue functioning.

Each organization wanting to become an inspection station is required to complete an application/agreement and submit monthly activity reports to the ASP. Monthly activity varies from site to site. The heavily populated counties, such as Allen County in Northeast Indiana, may average 80-100 appointments a month. This county received three mini-grants, but actually has seven separate locations for appointments. Lutheran Children's Hospital in Ft. Wayne has 30 certified CPS technicians on staff for their inspection station. The Elkhart County SAFE KIDS Coalition in North Central Indiana operates three satellite locations throughout the county to better serve the residents. Counties in the southern part of the state, where the population is less heavily concentrated, typically schedule between 6-15 appointments per month. The Marion County Health Department's station in urban Indianapolis averages 12-15 inspections per month.

Families can locate an inspection station in their area by accessing the ASP web site or calling the statewide toll free hotline.

**Service Delivery Schedules:** Individual sites are required to provide a minimum of 10 hours per month for inspections. Schedules are set by the individual sites, taking into consideration the needs of the target audience. The sites' scheduling is as varied as the agencies that sponsor them. There are fixed and mobile sites. Nearly all the sites require an appointment; some do accept walk-ins.

**Tools and equipment used for inspections:** Individual sites equip their inspection stations with the typical tools and supplies including up-to-date recall lists, CSS Manufacturer's Instructions, CSS registration forms, locking clips, belt-shortening clips, foam noodles, slip guard material, vinyl gloves, baby wipes, first aid kit, tether manuals, special needs information, and a banner or sign.

**Data Collection:** All sites are required to use the ASP Car Seat Check Up Form for each inspection. If a safety seat is replaced with one of the program seats, an ASP Distribution Site Liability Release and Car Seat Check List form must be completed. Copies of all forms and a completed ASP Permanent Fitting Station Report Form detailing the total number of inspections, number of seats distributed, and types of misuses observed must be submitted to ASP every month. Additionally, at the end of a grant year individual sites must submit an ASP Financial Accountability Form detailing how the grant monies were spent.

**Inspection process:** All sites perform their inspections in the same general fashion. A typical inspection begins with the CPS Technician greeting the family and explaining the inspection process. The parent/caregiver is asked to complete a form requesting information about the child (children) whose seat(s) is to be inspected. A liability waiver is also included in the form. Inspectors strongly emphasize that children must be present to determine whether the child (children) is in an age and size appropriate safety seat, and whether the child is buckled into the seat correctly. However, most sites still do inspections when a child is not present.

The inspector observes how the seat is installed upon arrival and makes recommendations as needed. Participants receive hands on instructions and are encouraged to install the seat themselves after demonstration. Inspectors encourage parents to come back to have the safety seat installations in other family vehicles inspected as well. Inspectors discuss with families future safety restraint needs for the child and discuss restraint use for other children in the family. Inspectors involve children as age appropriate mainly by reinforcing safety restraint use and by asking older kids to adjust buckles and straps as necessary. Inspectors distribute parent education materials, complete seat registration cards, and distribute promotional material as appropriate.

**Replacement Seat Policies:** All sites receive 150 safety seats over the three-year grant period. Individual sites must provide replacement seats when deemed appropriate. The replacement seats provided by ASP may not be used to provide seats for special events or advertised as free give-away seats. Seats deemed appropriate for replacement are seats that are older than 6 years, are the wrong size/type for the child, have been in a crash, were purchased at a secondhand store or garage sale, or have gross safety recall issues. ASP encourages the sites to only replace a safety seat when the child is present, unless other extenuating circumstances are known.

Safety seats are shipped directly to the individual sites from the manufacturers in increments chosen by the site.

The total number of replacement seats provided by the network of inspection stations averages 150 per month. No breakdown by seat type was available.

**Liability Insurance:** ASP's program is covered under the university's general liability policy. Individual stations are encouraged to address this issue and seek legal advice. ASP does provide the sites with available information as to the historical lack of actual cases, judgments and/or settlements in the United States relative to child safety seat installation matters.

## **STAFFING**

ASP employs one part-time (30 hours/week) staff person to coordinate its statewide inspection station network. The part-time position was 15-20 hours per week in year 1 and year 2 of the program and increased to 30 hours per week in year 3.

|                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administrator</b><br>Paid Position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Employee <input checked="" type="checkbox"/><br><br># at this site: 1 | <b>Title :</b> Project Manager<br><br><b>Training Required:</b> Public Relations skills, management and budgeting skills, Current AAA/NHTSA CPS Technician Instructor certification.<br><br><b>Time :</b> CPS Program requires 100% of 30-hour week.<br><br><b>Duties:</b> Oversees the inspection station network. Helps develop, establish, and maintain the child safety seat permanent fitting stations across the state of Indiana |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ASP requires that individual sites use only AAA-certified CPS Technicians or Technician Instructors to perform the actual inspection and provide instructions to the participant.

**Staff Training and Continuing Education:** Regional CPS trainings are conducted throughout the year. These include the NHTSA Standardized CPS course and a CPS refresher course based on the current changes to the NHTSA curriculum and new CPS products and issues. All sites are required to send their inspectors to the annual CPS refresher course provided by ASP

To ensure accurate information is being disseminated and inspection stations are complying with the requirements, the project manager conducts at least one site visit.

Updates, recalls, and other emerging issues are disseminated via emails, topic specific mailings and a quarterly newsletter to all sites.

### **PROMOTIONAL AND OUTREACH ACTIVITY**

In order to create greater awareness of the inspection stations to the general public a Public Service Announcement campaign was created for statewide dissemination. Phillips Communication Services was contracted to assist with the production. A partnership was formed with WTHR Channel 13 for the PSA production. A 30-second television spot, a 15- and 30-second radio spot and a 2-sided brochure were created. The television spot runs locally on WTHR Channel 13 on a fairly continuous basis. When it airs, sites notice an increase in requests for appointments.

ASP maintains a statewide toll-free hotline for people to call with CPS questions and to locate an inspection station in their area. This phone number is included on all promotional materials ASP produces and the individual sites include it in their materials. The number is also included in the TV and radio spots. All sites are listed on the ASP web site.

Individual sites have used a variety of means to advertise their services to the public. Each site was given a sample press release to use with any local print publications. Local television news stations have interviewed a handful of sites. Some of the more creative advertising efforts include: Seymour State Police and Vigo County SAFE KIDS each had a billboard, Peru Police Department has placed a graphic on the back of every squad car, Tipton Hospital created a brochure that is provided to every family and Allen County SAFE KIDS/AMR sends letters to each new family identified through the county birth records.

**Targeted Promotional and Outreach Activity:** In May of 2002 a bi-lingual technician candidate class was held to assist in the establishment of inspection stations that can serve the growing Spanish speaking population. Another class is planned for November 2002. All of the inspection station forms are now translated into Spanish.

## **FUNDING AND BUDGET**

ASP, through the Indiana Governor's Council on Impaired and Dangerous Driving, has utilized monies from NHTSA 157, 2003B, and 402 funds to establish and maintain a statewide network of inspection stations. The ASP has allocated \$672,250 to permanent fitting stations since 1999.

### **In-Kind Services and Materials:**

ASP provides in-kind administrative support that is included in indirect costs. Individual sites provide in-kind services to operate their stations and receive in-kind services through local partnerships including: office space, storage, supplies, public relations support, public works signage, administrative oversight and personnel support, transportation services, classroom space, and safety seats.

**Funding:** ASP's statewide inspection station network is funded by a grant through the Governor's Council on Impaired and Dangerous Driving, Indiana's highway traffic safety office. The grant was a three-year award intended to establish at least fifty Permanent Fitting Station (PFS) sites across Indiana. The grant funding source is NHTSA monies as follows:

2003B: \$198,548  
402: \$160,302  
157: \$313,400  
Total: \$672,250

### **Indiana ASP Budget Overview**

| Item                                                                                                                                                     | 1999-2000        | 2000-2001        | 2001-2002        | Total            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|------------------|------------------|
| <b>Personnel</b>                                                                                                                                         | \$11,419         | \$11,876         | \$29,283         | \$52,578         |
| <b>Public Service Announcement</b>                                                                                                                       | \$20,000         | 0                | 0                | \$20,000         |
| <b>Mini-grants</b>                                                                                                                                       | \$57,500         | \$93,000         | \$78,500         | \$229,000        |
| <b>Car seats</b>                                                                                                                                         | \$132,307        | \$136,306        | \$39,591         | \$308,204        |
| <b>Printing</b>                                                                                                                                          | 0                | \$4,000          | 0                | \$4,000          |
| <b>Indirect Costs</b><br>(These funds provide overhead expenses as required by Indiana University. It helps pay rent, accounting, and payroll expenses.) | \$22,123         | \$24,536         | \$11,809         | \$58,468         |
| <b>Total</b>                                                                                                                                             | <b>\$243,349</b> | <b>\$269,718</b> | <b>\$159,183</b> | <b>\$672,250</b> |

The mini-grants to the individual sites were distributed in the following manner:

|                                               |        |
|-----------------------------------------------|--------|
| Year One: March 1, 2000 - February 28, 2001   | \$2500 |
| Year Two: March 1, 2001 - February 28, 2002   | \$1500 |
| Year Three: March 1, 2002 - February 28, 2003 | \$1000 |

## **DEVELOPMENT OF THE INSPECTION STATION**

ASP has been funded by the Governor's Council on Impaired and Dangerous Driving since 1981 to conduct child passenger safety education and research in Indiana. Beginning in 1992, ASP provided inspections through a mobile site model assisting communities across the state to conduct "safety seat clinics." As the clinics became more popular, they also became more difficult to manage. ASP staff believed that the clinic model did not provide a means for quality control, was not a good learning environment for the family, sometimes required families to wait a long time in line, put stress on staff's time, and was difficult to find sponsors for. ASP began taking appointments in 1994 and encouraged other community groups to do the same.

In 2000, the ASP was awarded monies by the Governor's Council using National Highway Traffic Safety Administration 2003B and 157 funds to establish and maintain a network of child safety seat fitting stations across the state of Indiana.

The statewide network of inspection stations provides continuity and quality assurance for the State of Indiana. It is an effective use of resources, especially the coordinated promotional campaign.

### **ASP staff cited the following challenges and solutions during the initial development and setting up of this inspection station network.**

| <b>Challenge</b>                                                                                                                                                                                                                                                                                                                     | <b>Solution</b>                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Having to integrate mini-grant awards and safety seat purchases within Indiana University (IU) system                                                                                                                                                                                                                                | <ul style="list-style-type: none"><li>• Researched IU requirements, carefully followed requirements, looked for alternative solutions when necessary</li></ul>                                                                             |
| Integrating grant funds into some city systems, meeting the budget requirements                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"><li>• Carefully followed city procedures and fiscal documentation requirements for acceptance of the grant funds.</li><li>• Some sites found a non-profit organization to be the fiscal agent.</li></ul> |
| Some difficulty was experienced early in the project with obtaining safety seats. Car seat orders were not completed in a timely manner. The sites were unable to begin functioning as inspection stations immediately upon obtaining approval. Some sites were not able to begin accepting appointments until March or early April. | <ul style="list-style-type: none"><li>• Looked for options to meet safety seat demand</li><li>• Waived some of the requirements for grant during the months seats were not available</li></ul>                                             |

### **Administrative Challenges and Solutions**

**ASP staff cited the following challenges and solutions involved in the on-going operation of this program.**

| <b>Challenge</b>                                                                                                                                              | <b>Solution</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Obtaining the required monthly reports from the individual sites became problematic                                                                           | <ul style="list-style-type: none"><li>• Each site received guidelines concerning late reports.</li><li>• Guidelines include: A site in arrears of monthly reports greater than three months will be placed on probationary status. A site in arrears greater than five months will automatically have their inspection station status and grant funding terminated. A site that is terminated will be required to return any unaccounted safety seats and previously awarded grant funds.</li><li>• Currently there are 3 sites on probationary status</li></ul> |
| Maintaining certification of technicians at sites                                                                                                             | <ul style="list-style-type: none"><li>• ASP requires site staff to attend its annual CPS Refresher course; this helps with keeping technicians current and provides an avenue for the “hands-on” requirements to be completed.</li><li>• ASP communicates regularly with the sites to determine training needs.</li><li>• Regional trainings are offered annually.</li></ul>                                                                                                                                                                                     |
| Ensuring individual sites' top administrators remain supportive of the program                                                                                | <ul style="list-style-type: none"><li>• Continually recognize sites for good work</li><li>• Created an Inspection Station award category for the State of Indiana's annual Injury Prevention Luncheon and Awards Ceremony.</li></ul>                                                                                                                                                                                                                                                                                                                             |
| Project Manager was having difficulty completing site visits and meeting the needs of the individual sites because of time constraints                        | <ul style="list-style-type: none"><li>• Project Manager position increased to 30 hours per week</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| State of Indiana initiated an out-of-state travel freeze; because the funding comes from the state, ASP staff and sites couldn't attend any conferences, etc. | <ul style="list-style-type: none"><li>• ASP maintained contact with other programs and national organizations, and relied on proceedings from conferences when available to stay up-to-date</li><li>• Provided updates through refresher courses, email, and newsletter</li></ul>                                                                                                                                                                                                                                                                                |

**Significant Changes Made to the Inspection Station Since It Began:** After the first year of operation, ASP held several regional "feedback" meetings with individual sites and incorporated some of the suggestions from the sites into the policies and procedures of the project. Some changes included more clear and concise grant requirements, disciplinary actions spelled out, and making reporting forms more user friendly. Recently, ASP has created a new inspection form that can be scanned.

**Significant Changes to the Inspection Station Under Consideration or Imminent:**

Administrative - Revising grant criteria and data collection methods. Researching and requesting feedback on whether to continue to provide safety seats and grant dollars or just provide grant dollars and let individual sites purchase their own seats. Working on an evaluation process and then developing a response to the results. Will be changing grant award structure, awards will vary--depending on population and site activity.

Funding - Major funding will be expiring, looking to use more NHTSA 402 dollars and possibly secure more private/public grants.

**Circumstances That Would Cause the Inspection Station to Terminate:**

Loss of funding

**PROGRAM EVALUATION**

The ASP program is evaluated in two ways: self evaluation as to the quantity and quality of inspections, number of seats replaced, and number/type of misuses observed and by the Indiana Governor's Council on Impaired and Dangerous Driving as to whether the program has accomplished the goals established in their grant. Evaluation activities include review of inspection forms and site monthly report forms, and observation of staff during inspections (site visits).

## **ADDITIONAL COMMENTS AND RECOMMENDATIONS FROM SITE FOR OTHERS**

### **What are the most FREQUENT reasons people give you for using your service?**

Concerned about doing it right, know it's wrong but not why, new parents, location is convenient.

### **Have you identified reasons why more people in your target DO NOT utilize your service?**

Hours not convenient, not aware of service or need, some populations fear police-based inspection stations.

### **If you had the chance to start over again, is there anything you would do differently? If yes, explain:**

Set up more clear, concise guidelines at the beginning

### **What would you recommend to other agencies starting an inspection station network as the most important things to do?**

Don't set policies you can't enforce. Secure HSO commitment and support. Hire a full-time coordinator (provides common thread for individual sites and consistent, timely support). Identify key local people to build partnerships. Think through seat distribution and storage issues. Know the demographics and the resources of the communities. Identify the passionate persons in the community with good CPS and Public Relation skills to be the community champions.

### **What would you recommend to other organizations starting an inspection station network as the most important things to avoid?**

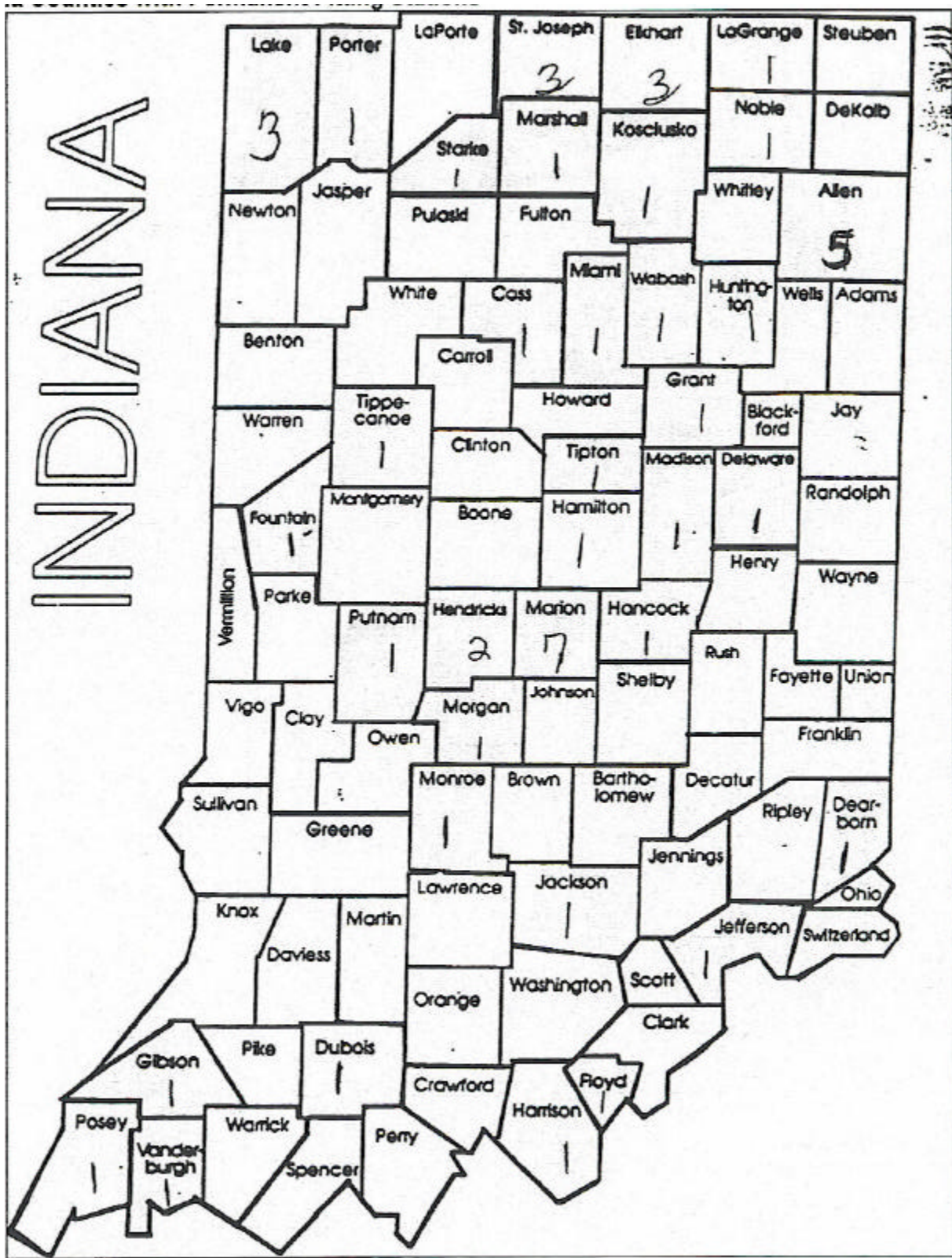
Advertising free seats.

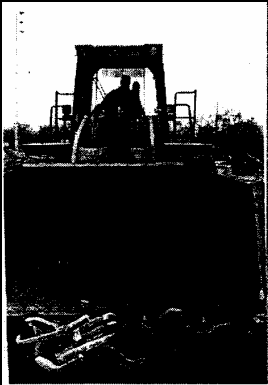
## **CHILD SAFETY SEAT MISUSE TRENDS**

The 53 ASP-funded sites reported checking 4,283 child safety seats from January 2001-January 2002. In addition, 1,853 child safety seats were distributed through the permanent fitting stations. The sites reported an overall misuse rate of 88%, which mirrors national and local trends. Over 60% of the car seats checked moved more than 1 inch, and nearly 50% of the car seats had loose harnesses.

**Indiana Automotive Safety Program  
Sample Materials**

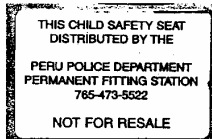
## Indiana Counties with Permanent Fitting Stations





Defective car seats bite the dust in LaGrange County.

## Permanent Fitting Stations of Indiana: A brief sampling.



This label goes home on each seat from Peru, IN.



Mom learns how from a technician in Porter County.

### **Tipton County Permanent Fitting Station Tipton County Memorial Hospital**

#### County Profile:

Population: 16,577

Largest City: Tipton, pop. 5,251

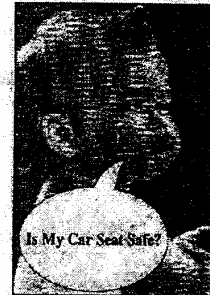
Children below the poverty line: 4.5%

Ethnicity: 98% Caucasian, 1.2% Hispanic

Primarily Rural

The Tipton County PFS services the entire county in addition to some traveling from surrounding counties. The technicians focus on education by spreading brochures, attending health fairs, and prenatal classes.

Call for an  
appointment  
to schedule  
your free  
car seat  
inspection at  
(765) 675-8585



Is My Car Seat Safe?

Tipton County  
Memorial Hospital

This ad ran in the Tipton County Tribune for three weeks.

### **Marion County Health Department PFS Indianapolis, IN**

#### County Profile:

Population: 856,958

Largest City: Indianapolis (only city)

Children below the poverty line: 15.3%

Ethnicities: 70.5% Caucasian

24.2% African American

3.9% Hispanic

2.0% Other

1.4% Asian

Primarily Urban

The Marion County Health Department is the safety net for poor families in Indianapolis. The PFS works in conjunction with a local, low-income pre-natal program in an effort to further promote safety.

They are able to provide services to Spanish-speaking clients with an interpreter provided by the Hispanic Center. They focus on community outreach, especially to the African American community.

## **Elkhart County Permanent Fitting Stations:**

- Elkhart County Health Department
- Elkhart County Sheriff's Department

### **Local permanent car seat fitting stations established**

A high percentage of the car seats in Elkhart County are reported to be unsafe. have concerns about their infant or child car seat may call and go to:

- According to the Elkhart County Safe Kids Coalition, 80 percent of the car seats inspected in Elkhart County have something wrong in its installation or with the seat itself.
- Elkhart County Sheriff's Department, 111 N. Third St., Goshen; for appointment call (319) 533-8116.
- In an effort to promote car seat safety, three permanent fitting station locations have been established. The inspection and corrective service provided is free and open to the public by appointment.
- Nappanee Police Department, 301 W. Lincoln St., Nappanee, contact officer Brad Balasa and for an appointment call (319) 773-4111.
- Wakarusa Police Department, 102 S. Spring St., Wakarusa, contact officer Noe Gonzales and for an appointment call (319) 862-4300.

Elkhart County has shown their dedication to child passenger safety in the proliferation of PFS's throughout the county. The four stations have been active in providing inspections not only by appointment but through the many clinics they offer monthly.

### **County Profile:**

Population 184,186

Largest City: Elkhart (pop.51,000)

Children below the poverty line: 10.2%

Ethnicities: Caucasian: 86.4%

Hispanic: 8.9%

Other: 5.4%

African American: 5.2%

Equal parts Urban and Rural.

*Elkhart County PFS's have provided outreach through the local newspaper through listings, articles (left), and special features (below).*



**Automotive Safety Program  
Indiana University School of Medicine  
Agreement/Application for Permanent Fitting Station Sites**

As a Permanent Fitting Station, \_\_\_\_\_ (organization), agrees to the following terms and requirements.

The purpose of a Permanent Fitting Station (PFS) is to reduce injury and death in infants and children due to automobile crashes by increasing the proper installation and usage of car seats, encouraging best practice use and providing education and training to parents and caregivers of children. The Automotive Safety Program is providing funding through the Governor's Council on Impaired and Dangerous Driving to encourage the start up of such stations. Once established, the Automotive Safety Program encourages permanent fitting stations to pursue additional funding sources in order to support the stations after this grant expires.

**PERMANENT FITTING STATION REQUIREMENTS**

Once you have read and understand each item please initial on the line next to the item.

**PERSONNEL/SERVICES**

- \_\_\_\_\_ Each site must be staffed with at least one National Highway Traffic Safety Administration (NHTSA) Child Passenger Safety (CPS) Technician or Instructor certified through A.A.A. at their facility.
- \_\_\_\_\_ The child passenger safety technician or instructor will provide instruction to parents and caregivers on child safety seat use and installation.
- \_\_\_\_\_ Each site must provide the Automotive Safety Program (ASP) with documentation of technician or instructor status.
- \_\_\_\_\_ Each technician or instructor at the site must attend a yearly refresher course provided by the Automotive Safety Program.
- \_\_\_\_\_ Each site must be available a minimum of 10 hours per month for appointments, during times convenient for the technician or instructor.
- \_\_\_\_\_ Each site must provide replacement seats to parents / caregivers if seats are deemed unsafe. Unsafe car seats include seats that have been recalled, are older than 6 years old, have been in a crash (minor or severe), were purchased at a second hand store or garage sale or are an inappropriate size car seat for the child. Replacement car seats are to be used for the Permanent Fitting Station appointments at the PFS site only and may not be used to provide seats for special event clinics or advertised as free give away seat.
- \_\_\_\_\_ Each PFS is encouraged to advertise services. The ASP will provide sample press materials and each site should advertise its services at least once a year. Each PFS will be listed on a website promoting permanent fitting stations.

**DOCUMENTATION**

- \_\_\_\_\_ A *Car Seat Check Up* form is filled out, signed and dated for each car seat checked. The site keeps this form.
- \_\_\_\_\_ A *Distribution Site Liability Release* and a *Car Seat Check List* form is filled out, signed and dated for each car seat distributed. The site sends the top copies of these forms the first of every month to the ASP.
- \_\_\_\_\_ Each site is required to keep a file of completed *Car Seat Check Up*, *Distribution Site Liability Release* and *Car Seat Check List* forms. These forms need to be kept indefinitely and are for liability/legal purposes.
- \_\_\_\_\_ A *Permanent Fitting Station Report Form* that tallies the number and types of misuses/incompatibilities observed is filled out and submitted the first of every month to the ASP.
- \_\_\_\_\_ A *Financial Accountability* form detailing all grant monies spent is to be filled out and submitted to the ASP by February 28<sup>th</sup> of each eligible year of funding. Receipts from applicable expenditures will need to be attached.

**All of these forms are important.**

They show our accountability for car seat distribution, which is required by the grants to support the funding for the car seats and the sites. The Automotive Safety Program will ship car seats to your site in increments up to the allocated number of seats for your station.  
***In order to replenish car seats to your site, paperwork must be sent to the Automotive Safety Program on a timely basis.***

#### SITE

- \_\_\_\_\_ PFS site must provide storage space for all equipment including car seats, towels, locking clips, forms and the NHTSA car seat instruction manual;
- \_\_\_\_\_ PFS site must provide a safe and appropriate site for inspection (approved by a designated representative of ASP);

#### USE OF GRANT MONEY

- \_\_\_\_\_ Grant money provided by the ASP to each PFS may only be used for personnel costs (10 hours a month @ \$15/hour), advertising and printing costs, and miscellaneous equipment such as locking clips, foam noodles, towels, car seats, etc.

#### NONCOMPLIANCE

- \_\_\_\_\_ If at any point a permanent fitting station is non-compliant the Automotive Safety Program reserves the right to revoke permanent fitting station grant monies and car seats awarded to that site.

#### **EACH APPROVED SITE WILL RECEIVE THE FOLLOWING FROM THE AUTOMOTIVE SAFETY PROGRAM:**

1. All paperwork required to maintain PFS, which includes *Car Seat Check Up*, *Distribution Site Liability Release*, *Car Seat Check List* and *Financial Accountability* forms;
2. Educational brochures covering various aspects of car seat safety;
3. Free annual refresher course for all certified CPS Technicians who take part in the PFS site.
4. Up-to-date resources and consultation;
5. Car seats to replace unsafe seats (up to 150 seats per site);
6. Grant money distributed according to the following schedule:

|                                   | sites 1 - 23 | sites 24 - 35 | sites 36 - 50 |
|-----------------------------------|--------------|---------------|---------------|
| March 1, 2000 - February 28, 2001 | \$2500       | \$0           | \$0           |
| March 1, 2001 - February 28, 2002 | \$1500       | \$2500        | \$0           |
| March 1, 2002 - February 28, 2003 | \$1000       | \$1500        | \$2500        |

*This grant money does not roll over into the next year. Each site must have their money spent and accounted for by February 28<sup>th</sup> of each year. If this money has not been spent the site will be required to reimburse Automotive Safety Program for the remainder of the grant money for that year.*

#### **APPROVAL PROCESS**

To be considered for approval an organization must complete the following and submit all documentation to the Automotive Safety Program:

1. An official completed agreement/application form (duplicate copy form which will be mailed to you at your request).
2. Copies of all certified Child Passenger Safety Technician & Instructor certificates.
3. A letter explaining how your organization is planning to support the PFS site once this grant expires.

All of the above may be mailed to the Automotive Safety Program or faxed to 317-278-0399 for approval.

**I have read the information in the above Permanent Fitting Station agreement and will adhere to all of the guidelines as stated.**

PFS Representative name: \_\_\_\_\_ (please print)

PFS Representative signature: \_\_\_\_\_ Submittal date: \_\_\_\_\_

Organization: \_\_\_\_\_ County: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax number: \_\_\_\_\_

\_\_\_\_\_ e-mail address: \_\_\_\_\_

Phone # for individuals to call to  
set up car seat check appointment: \_\_\_\_\_

Organization's Federal Tax ID #: \_\_\_\_\_

Shipping address for *car seats* if different than above:

Address to mail *financial grant* if different than above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Permanent Fitting Station  
Report Form**

Site: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Please complete the following information entirely:

1. Number of appointments made: \_\_\_\_\_
2. Number of appointments kept: \_\_\_\_\_
3. Number of car seats checked (Do not include seat uninstalled): \_\_\_\_\_
4. Number of new installations (Seats not installed upon arrival, does not include seats given as replacement.): \_\_\_\_\_
5. Number of seats checked with no child present: \_\_\_\_\_
6. Number of car seats without instructions present: \_\_\_\_\_
7. Number of new seats distributed as replacement: \_\_\_\_\_
8. Number of car seats with at least one misuse: \_\_\_\_\_
9. Percentage of seats with misuse (#of seats with misuse/total# of seats): \_\_\_\_\_

10. Number of restraints inspected (total of #3&4 above):  
 Infant \_\_\_\_\_ Convertible \_\_\_\_\_ Shield booster \_\_\_\_\_  
 Combination booster \_\_\_\_\_ Belt positioning booster \_\_\_\_\_ Seat Belt \_\_\_\_\_  
 Unrestrained \_\_\_\_\_ Other (explain) \_\_\_\_\_

11. Total number of restraints inspected: \_\_\_\_\_

12. Types of misuses/incompatibilities observed:

Only include seats that were installed upon arrival.

|                                        |                                          |
|----------------------------------------|------------------------------------------|
| CSS did not meet 213 _____             | CSS with visible damage _____            |
| CSS inappropriate size _____           | Retainer clip threaded incorrectly _____ |
| CSS involved in crash _____            | Incorrect belt path used _____           |
| CSS on recall _____                    | Locking clip not used _____              |
| CSS in front of airbag _____           | Locking clip used incorrectly _____      |
| CSS not buckled to vehicle _____       | Improper seat belt fit _____             |
| CSS moved more than one-inch _____     | Child riding unrestrained _____          |
| Seat belt not converted _____          | Seat greater than 6 years old _____      |
| Harness loose _____                    | Vehicle seat too slick _____             |
| Harness not locked _____               | CSS missing parts _____                  |
| Incorrect harness slots _____          | CSS missing labels _____                 |
| Harness straps twisted _____           | Second hand seat _____                   |
| Retainer clip not used _____           | Heavy objects/projectiles in car _____   |
| Incorrect retainer clip position _____ | Other _____                              |
| Incorrect CSS angle _____              | _____                                    |
| Incorrect CSS direction _____          | _____                                    |

Fill out this section only for seats that were not installed when they arrived. This does not include seats given as replacement. Do not include this information in totals for number 12 above.

|                                   |                              |
|-----------------------------------|------------------------------|
| CSS did not meet 213 _____        | CSS inappropriate size _____ |
| CSS involved in crash _____       | CSS on recall _____          |
| CSS greater than 6 yrs. old _____ | CSS missing parts _____      |
| CSS with visible damage _____     | Second hand seat _____       |
| Other _____                       | _____                        |

**white copy - Auto Safety**

**yellow copy - Permanent Fitting Station**

Rev. 12/01—D16819

**Child Restraint Checkup Form  
Automotive Safety Program  
Indiana University School of Medicine**

**Parents / Caregivers:**

Please read, sign and date:

I understand and agree that

- 1) the only purpose of this program is to help reduce improper installation and use of child safety seats;
- 2) this inspection is being provided as a free service to me;
- 3) this program does not fully evaluate the quality, safety or condition of my child safety seat, the child safety seat provided or any component of my vehicle, including the seats or safety belts;
- 4) this program cannot guarantee my child's safety in a vehicle.

I understand it is important to read both the child safety seat manual and the vehicle owner's manual and to check my child safety seat periodically for recalls.

For all the reasons above, I hereby release \_\_\_\_\_, and any program participants and organizations, from any present or future liability for any injuries or damages that may result from a vehicle crash or otherwise.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please fill in below**

Driver's Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Child's Name: \_\_\_\_\_ ☐ Unborn Child's birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's Weight: \_\_\_\_ lbs. Child's Height: \_\_\_\_ ft. \_\_\_\_ in.

How did you find out about this program or event? ☐ friend or family ☐ newspaper ☐ radio ☐ TV ☐ other \_\_\_\_\_

**Vehicle Information**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_

Is the instruction manual for the vehicle present? ☐ Yes ☐ No

Is there a passenger side airbag? ☐ Yes ☐ No

Are there any side airbags? ☐ Yes ☐ No

Is there an On/Off switch for any of the airbags? ☐ Yes ☐ No

Scribe name: \_\_\_\_\_

Technician name: \_\_\_\_\_ Certification # \_\_\_\_\_

**2777502190**

11/22/02

Have any of the airbags been disabled? ☐ Yes ☐ No ☐ Unknown

Location: \_\_\_\_\_ County: \_\_\_\_\_

Seat installed: ☐ with child ☐ without child ☐ seat not installed ☐ seat belt only

New installation: ☐ Yes ☐ No If yes, was CSS provided: ☐ Yes ☐ No

CSS manufacturer: \_\_\_\_\_ Model #: \_\_\_\_\_

CSS model names: \_\_\_\_\_

Manufacturer date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Check here if no label present ☐

Does CSS meet FMVSS 213? ☐ Yes ☐ No ☐ Unknown ☐ N/A

If NO or UNKNOWN, please explain: \_\_\_\_\_

CSS instructions present: ☐ Yes ☐ No ☐ N/A

CSS on recall list: ☐ Yes ☐ No ☐ N/A

If YES, was CSS repaired? ☐ Yes ☐ No

CSS and seatbelt involved in crash: ☐ Yes ☐ No ☐ Unknown

Original owner of CSS: ☐ Yes ☐ No ☐ N/A

Potential projectiles present: ☐ Yes ☐ No

Child arrived unrestrained: ☐ Yes ☐ No ☐ No Child

Aftermarket products present: ☐ Yes ☐ No

If YES, please comment below:

**Was a new CSS provided?** ☐ Yes ☐ No

**If yes, complete below only.**

CSS mfr: \_\_\_\_\_

Model #: \_\_\_\_\_

Mfr date: \_\_\_\_\_

Mark an **X** where child/seat found.  
Mark **M** where child/seat moved.

**D** = driver

|          |  |  |
|----------|--|--|
| <b>D</b> |  |  |
|          |  |  |
|          |  |  |

5506502193

Fill out one form per car seat. Fill in all appropriate bubbles. Choose the column below that is relevant to how the child is using the car seat when it arrived. Fill in either Y (Yes), N (No) or NA (Not Applicable) for each item listed. Fill in NC if the misuse was Not Corrected and explain in the comment section below. If an error is made please put an X through the incorrect bubble and fill in the correct bubble.

REAR-FACING SEAT: ☐ Infant only ☐ Convertible

FORWARD-FACING SEAT: ☐ Convertible ☐ Combination  
☐ Integrated (with harness)  
☐ Forward facing only

Type of harness: ☐ 3pt. ☐ 5 pt. ☐ T-shield ☐ Tray shield

Type of harness: ☐ 5 pt. ☐ T-shield ☐ Tray shield

| Y                     | N                     | NA                    | NC                    |                                            |
|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------------------------|
| <input type="radio"/> | <input type="radio"/> |                       |                       | Seat arrived installed                     |
| <input type="radio"/> | <input type="radio"/> |                       |                       | Child within mfr's recommended wt./ht.     |
| <input type="radio"/> | <input type="radio"/> |                       |                       | CSS facing front                           |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                       | CSS in front of airbag                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                       | CSS between 30°-45° angle                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | CSS handle in down position                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Harness snug                               |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Harness at or below shoulder               |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Retainer clip used if required             |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Retainer clip threaded correctly           |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Retainer clip at armpit level              |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | CSS moves more than 1"                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Vehicle seat belt routed correctly         |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | CSS buckled to vehicle                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Seat belt converted, if needed             |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Tether strap used correctly                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | LATCH system used correctly                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Locking clip needed                        |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Locking clip used                          |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Locking clip placed and routed correctly   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Harness routed through seat correctly      |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | O-ring threaded properly                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Harness damaged                            |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Harness twisted                            |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | CSS shell/frame damaged                    |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | CSS missing parts (if so comment below)    |
| <input type="radio"/> | <input type="radio"/> |                       |                       | Parent installed the CSS after instruction |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                       | CSS installed correctly upon arrival       |
| <input type="radio"/> | <input type="radio"/> |                       |                       | All corrections made                       |

Comments:

| Y                     | N                     | NA                    | NC                    |                                                           |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------------------------------------|
| <input type="radio"/> | <input type="radio"/> |                       |                       | Seat arrived installed                                    |
| <input type="radio"/> | <input type="radio"/> |                       |                       | Child within mfr's recommended wt./ht.                    |
| <input type="radio"/> | <input type="radio"/> |                       |                       | CSS facing front                                          |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                       | CSS in front of airbag                                    |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                       | CSS in upright position                                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Harness snug                                              |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Harness at or above shoulder-- <i>above reinforcement</i> |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Retainer clip used if required                            |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Retainer clip threaded correctly                          |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Retainer clip at armpit level                             |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | CSS moves more than 1"                                    |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Vehicle seat belt routed correctly                        |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | CSS buckled to vehicle                                    |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Seat belt converted, if needed                            |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Tether strap used correctly                               |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | LATCH system used correctly                               |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Locking clip needed                                       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Locking clip used                                         |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Locking clip placed and routed correctly                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Harness routed through seat correctly                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | O-ring threaded properly                                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Harness damaged                                           |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Harness twisted                                           |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | CSS shell/frame damaged                                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | CSS missing parts (if so comment below)                   |
| <input type="radio"/> | <input type="radio"/> |                       |                       | Parent installed the CSS after instruction                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                       | CSS installed correctly upon arrival                      |
| <input type="radio"/> | <input type="radio"/> |                       |                       | All corrections made                                      |

Comments:

0892502196

**BELT POSITIONING BOOSTER SEAT:**

- ☐ Backless    ☐ Highback    ☐ Integrated (using as belt positioning booster)

Y   N   NA   NC

- ☐ ☐    Seat arrived installed  
☐ ☐    Child within mfr's recommended wt./ht.  
☐ ☐    ☐ Lap & shoulder belt available to use  
☐ ☐    ☐ Lap belt correctly positioned  
☐ ☐ ☐ Shoulder belt correctly positioned  
☐ ☐    ☐ Locking clip used  
☐ ☐    ☐ Parent installed the CSS after instruction  
☐ ☐ ☐ CSS installed correctly upon arrival  
☐ ☐    All corrections made

**SHIELD BOOSTER only:**

Y   N   NA   NC

- ☐ ☐    Seat arrived installed  
☐ ☐    ☐ Child within mfr's recommended wt./ht.  
☐ ☐    ☐ Shield snug against chest  
☐ ☐    ☐ Seat belt routed correctly  
☐ ☐    ☐ Locking clip used  
☐ ☐    Parent installed the CSS after instruction  
☐ ☐ ☐ CSS installed correctly upon arrival\*  
☐ ☐    All corrections made

**\*Note:** Usage of shield boosters is not encouraged.

**LAPTOP only**

Y   N   NA   NC

- ☐ ☐    Seat arrived installed  
☐ ☐    ☐ Child within mfr's recommended wt./ht.  
☐ ☐    ☐ Laptop sitting as close to child's body as possible  
☐ ☐    ☐ Laptop resting comfortably on child's lap  
☐ ☐    ☐ Seat belt routed correctly  
☐ ☐    ☐ Shoulder & lap belts pulled uniformly & firmly  
☐ ☐    ☐ Buckle or any hard parts of seat belt located on the side of the restraint, outside the belt guide  
☐ ☐    ☐ Locking clip used  
☐ ☐    Parent installed the CSS after instruction  
☐ ☐ ☐ CSS installed correctly upon arrival\*\*  
☐ ☐    All corrections made

**\*\*Note:** Locking clips should not be used with laptop.

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**VEHICLE SEAT BELT:**

- ☐ Lap belt only    ☐ Lap/Shoulder belt  
☐ Automatic Lap/Shoulder belt

Y   N   NA   NC

- ☐ ☐    Lap & shoulder belt available to use  
☐ ☐    ☐ Child's legs bend over vehicle seat w/o slouching  
☐ ☐    ☐ Child's back against vehicle seat back  
☐ ☐    ☐ Shoulder belt correctly positioned  
☐ ☐    ☐ Lap belt correctly positioned  
☐ ☐    All corrections made

**Comments:**

**Distribution Site Liability Release**  
**1-800-KID-N-CAR**

**Please complete all sections of this form.**

Name of Distribution Site: \_\_\_\_\_

This child restraint is being issued as a result of:

\_\_\_\_ ASP car seat assistance program (An administrative fee of \$10 is required for participation in this program.)

\_\_\_\_ Project B.S.E.A.T.E.D - voucher number: \_\_\_\_\_

\_\_\_\_ Permanent Fitting Station Inspection

\_\_\_\_ Other \_\_\_\_\_

\* When returning paperwork to the Automotive Safety Program, please include the voucher redeemed.

Type of child restraint given:

\_\_\_\_ Infant Seat                      \_\_\_\_ Combo                      \_\_\_\_ Futura

\_\_\_\_ Convertible Seat                      \_\_\_\_ BPB                      \_\_\_\_ Other \_\_\_\_\_

The Automotive Safety Program is a child car seat / safety restraint device and education program offered by the Indiana University school of Medicine and local and community organizations. Its purpose is to make available to the community a number of child restraint safety devices for use in motor vehicles for an infant or young child. Indiana University School of Medicine and the affiliated distribution sites are not dealers in this type of goods, and makes no warranty; expressed or implied, as to the fitness of said seat.

The recipient must initial the following items:

- \_\_\_\_ 1. I have been instructed and understand the correct way to secure a child in the child restraint I have also been instructed and understand the correct way to secure the child restraint in a vehicle.
- \_\_\_\_ 2. I have been given a copy of the manufacturer's instructions and will use the child restraint in accordance to those instructions at all times. I also understand that if I do not use the child restraint as stated in the manufacturer's instructions, the restraint may not be effective in a crash.
- \_\_\_\_ 3. I understand that if the child restraint has been in a crash, it may no longer be effective and should be replaced.
- \_\_\_\_ 4. I have received a car seat checklist with hands-on demonstration. I have also had the opportunity to ask questions about the child restraint I am receiving.
- \_\_\_\_ 5. **I would like to make a \$ \_\_\_\_\_ donation to assist with the continuation of this program.**

Please sign on the line provided indicating that you have read this form and fully understand it and accept the conditions set forth. By your participation in this program, you agree to accept any and all responsibility for the installation and use of the child restraint. You are also agreeing to hold harmless the Trustees of Indiana University, Clarian Health Partners, Inc., representatives of affiliated distribution sites, and anyone for whom each or either of them may be legally responsible.

|                    |   |               |   |                               |   |               |
|--------------------|---|---------------|---|-------------------------------|---|---------------|
| _____<br>Signature | / | _____<br>Date | / | _____<br>Signature of Witness | / | _____<br>Date |
|--------------------|---|---------------|---|-------------------------------|---|---------------|

|                      |                                 |
|----------------------|---------------------------------|
| Child: _____         | Date of birth: _____            |
| Adult: _____         | Phone: _____                    |
| Address: _____       | City, State, Zip _____          |
| Fee Receipt #: _____ | Referring Agency / Dept.: _____ |

**white copy – Auto Safety/ISSKC      yellow copy – Distribution Site      pink copy – Recipient**

Rev. 12/01—D16818

## Car Seat Check List

Please read all of the following information and sign at the bottom.

### In General:

- ☆ Read the car seat instruction manual.
- ☆ **Rear facing:** Infants who are under 1 year old or weigh under 20 pounds must be in the rear facing position, they must be in the recline position and the harness straps must be threaded through the slots that are at or below the baby's shoulders.
- ☆ **Forward facing:** When the child is one year old **and** at least 20 pounds he/she may be turned forward facing. However, rear facing is recommended until the child has outgrown the rear facing weight limits of the convertible car seat. The harness straps must be threaded through the slots that are at or above the child's shoulders and many car seats require they be in the top slots only. The upright position of the car seat is recommended. Children should remain in the convertible seat until they reach the weight and height limits of the seat, which is typically 40 pounds or 40 inches.
- ☆ **Booster seats:** All children should be in a belt-positioning booster seat from 40 pounds until their knees can comfortably hang over the edge of the vehicle seat with their bottom and back scooted all the way back. This is usually around 80 pounds, 4' 9" and between 8-12 years old. *Belt-positioning boosters must be used with a lap and shoulder belt system.*
- ☆ All children under 13 should ride in the back seat.

### Securing your child in the car seat:

- ☆ Place your child in the seat with bottom and back flat against the seat.
- ☆ Never place anything behind or under the child. Always place blankets *over* the harness straps.
- ☆ Bring the harness over the shoulders (and hips if the car seat is a 5 point harness).
- ☆ Fasten the buckle between the legs (clothing should not interfere) and make sure it is locked securely.
- ☆ Adjust the harness to a snug fit. The harness straps must lie flat and you should not be able to pinch webbing from the strap at the child's collarbone between your fingers.
- ☆ The harness retainer clip must be at armpit level so that the harness is held securely on the shoulders.

### Installing your car seat in the vehicle:

- ☆ *Never* place a rear-facing child in a position with an airbag (including the middle front position when a driver's air bag is present).
  - ☆ Thread the lap belt or shoulder/lap belt through the location directed by the car seat manufacturer. Apply weight to seat and pull out all slack so the lap belt is tight.
  - ☆ Car seats should not be used in side facing or rear facing vehicle seats and the vehicle seat must lock in place. (See child restraint section in vehicle owner's manual.)
  - ☆ The middle-most position of the vehicle is recommended for placement of the car seat as long as it can fit securely in that position and doesn't go against the car seat or car manufacturer's recommendations.
  - ☆ Some seat belts cannot be used to secure a car seat, including automatic seat belts and seat belts that come out of the door. (See child restraint section in vehicle owner's manual.)
  - ☆ All car seats, excluding belt-positioning boosters, must be secured by a seat belt system that locks during normal circumstances. A locking clip may be required to secure a car seat with a lap/shoulder belt system. (See child restraint section in vehicle owner's manual.)
  - ☆ Once installed, grab the car seat with two hands, one on each side where the seat belt goes through and slide the seat from side to side, then pull toward the windshield. The seat shouldn't move more than one inch in any direction.
  - ☆ Any items in the vehicle should be secured to prevent them from flying freely in the vehicle during a crash.
- ☆ I will show understanding of how to use the car seat by demonstrating back what has been explained.

**I have read and understand the above information regarding my car seat.**


Signature \_\_\_\_\_ Date \_\_\_\_\_ Witness \_\_\_\_\_ Date \_\_\_\_\_

Child's name \_\_\_\_\_ Car Seat Type \_\_\_\_\_

**white copy - Auto Safety/ ISSKC      yellow copy - Distribution Site      pink copy - Client**


## Two-sided Card

# one size does not **FIT** ALL!




**J**ust like kids, child safety seats come in all shapes and sizes. And the right size car seat, properly used and installed, can save your child's life.

If you have questions about your child's car seat, the Automotive Safety Program can help. Turn this card over to learn more.



Governor's Council on  
Impaired & Dangerous Driving




Call **1-800-KID-N-CAR** for more information.


**Did you know that as many as nine out of ten car seats are not used or installed correctly?**

**T**hat's right! Most car seats have at least one misuse, and misuse can endanger your child's life.


**Are you using your child's car seat correctly?**



Correctly used infant only seat



Correctly used convertible seat



Correctly used belt-positioning booster

The Automotive Safety Program sponsors free car seat inspection stations throughout Indiana where certified car seat technicians will make sure you have the car seat that fits your child best and fits in your vehicle properly.

To locate the inspection station nearest you, call the Automotive Safety Program today!  
**1-800-KID-N-CAR**  
**(1-800-543-6227)**  
 or visit their website at  
[www.preventinjury.org](http://www.preventinjury.org)

And remember, the safest place for children is in the back seat.

**One Size Does Not Fit All!**

• Guidelines for proper car seat fit •

|                                                    |                                                                                                                                      |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Rear facing infant only seat</b>                | Until at least one year of age and at least 20 pounds                                                                                |
| <b>Rear facing/forward facing convertible seat</b> | Rear facing until at least one year of age and at least 20 pounds<br>Forward facing from at least one year of age and 20 – 40 pounds |
| <b>Forward facing seat</b>                         | At least one year of age and 20 – 40 pounds                                                                                          |
| <b>Belt-positioning booster seat</b>               | Over 40 pounds, approximately 4 – 8 years of age                                                                                     |
| <b>Vehicle lap/shoulder belt</b>                   | Approximately 4'9" tall and 80 pounds (about 8 – 12 years of age)                                                                    |

Make sure you always read your car seat and vehicle manufacturer's instructions for further recommendations.

Call **1-800-KID-N-CAR**  
for more information.

Front

Back